

**Appendix G:
Volunteer/Community Service Agreement
and Statement of Confidentiality**

The Cascade Public Library recognizes the responsibility of protecting the privacy and confidentiality of library users. This confidentiality extends to information sought or received; including library materials consulted or borrowed, database search records, reference interviews, inter-library loan records, circulation records, registration records and all other personally identifiable uses of library materials, facilities or services. Such information may not be disclosed.

Volunteer/Community Service Declaration: Please initial the following statements

_____ I agree and understand that any work that I may perform on behalf of the Cascade Public Library will be provided on a voluntary basis and that I do not expect payment or other compensation for performing such work.

_____ I understand that a volunteer or community service position does not constitute an employee/employer relationship with Cascade Public Library.

_____ I have read and understand the above declaration on confidentiality and agree to work within these arrangements.

_____ I will maintain the confidentiality of the patrons and service users' personal, sensitive or confidential information.

_____ I will only discuss these details with other volunteers or staff members if it is appropriate or necessary to do in my role as a volunteer.

_____ I will not mention the names or other details of patrons and service users in conversation with people outside the organization.

_____ I agree to conform to the rules and regulations of Cascade Public Library, in accordance with the written policies.

_____ I understand that I will begin service on a reciprocal trial basis. I agree to participate in training required to complete assigned tasks.

_____ I understand that a law enforcement clearance will be obtained if required for my assignment and that references will be contacted. There is a separate form to complete authorizing a law enforcement background check.

Volunteer

Date

If under 18, parent/guardian

Date

Supervisor

Date